

## HMIS Project Intake Form Transitional or Permanent Housing, Services Only & Prevention

## **Step 1: Universal Data Collection**

Please complete the following basic client information and note that all fields with an \* are required fields. Universal Data Elements are required for all project participants. The response "Data Not Collected" means the question was not asked of the client and will report as missing on reports.

	.lient Information:* ame:*		Last 1	Name:*		
Middle Name:						
	Data Quality:*		Security Number:*			te:*
	Full Name Reported					Full DOB Reported
	Partial, Street Name or	Full SSN Reported			Approximate or Partial DOB	
	Code Name Reported		Approximate or Parti	al SSN R	eported	Reported
	Client Doesn't Know		Client Doesn't Know			Client Doesn't Know
	Client Refused		Client Refused			Client Refused
	Data Not Collected		Data Not Collected			Data Not Collected
Ethnici	ty:*	Race:*	(Select All That Apply)		Gende	·:*
	Hispanic/Latino					Male
	Non-Hispanic/Latino		Asian			Female
	Client Doesn't Know		Black or African Ame	rican		Transgender Female to Male
	Client Refused		Native Hawaiian or O	ther Pac	cific	Transgender Male to Female
	Data Not Collected		Islander			Client Doesn't Identify Male,
If Fema	ale, Pregnancy Status:*		White			Female or Transgender
	Yes		Client Doesn't Know			Client Doesn't Know
	□ Due Date:		Client Refused			Client Refused
	No		Data Not Collected			Data Not Collected
	Client Doesn't Know					
	Client Refused					
	Data Not Collected					
Disabli	ng Condition:*	Vetera	n Status:*	Relatio	nship to Head of I	Household:*
	Yes		Yes		Self	☐ Foster Child
	No		No		Son	☐ Grandchild
	Client Doesn't Know		Client Doesn't Know		Daughter	☐ Other Family Member
	Client Refused		Client Refused		Dependent Child	☐ Other Non-Family Membe
	Data Not Collected		Data Not Collected		Spouse	
Contac	ct Information:					
	ss:		City/State/	Zip:		
Email:			Home Phor	ne:		
Work Phone			Message Pl	hone.		

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## Step 2: Project Enrollment

Complete the project enrollment information and please note all fields with an \* are required fields. Complete additional forms for each household member to be enrolled. Assessment Date:\*\_\_\_\_\_ Street Outreach Project Entry Date:\*\_\_\_\_\_ Case Assignment:\*: Street Outreach Engagement Date:\* (ONLY REQUIRED FOR ESG, CoC and SSVF RAPID RE-HOUSING PARTICIPANTS) Residential Move-In Information Date:\* (enter date permanent housing status assessed) ☐ Yes ☐ No If Yes, Date of Move-In:\*\_\_\_\_\_ In Permanent Housing:\* Step 3: Entry Assessments Complete the following entry assessments and please note all fields with an \* are required fields. Housing Status: (Based on housing condition just prior to project entry) ☐ Category 1 – Homeless Stably Housed ☐ Category 2 – At Imminent Risk of Losing Housing ☐ Client Doesn't Know ☐ Category 3 – Homeless Only Under Other Federal Statutes Client Refused ☐ Category 4 – Fleeing Domestic Violence □ Data Not Collected ☐ At Risk of Homelessness (ONLY REQUIRED FOR SSVF PARTICIPANTS) VAMCStation Number:\* \_\_\_\_\_ Household Income as Percentage of AMI:\* ☐ Less than 30% □ 30% to 50% ☐ Greater than 50% Type of Residence:\* (Living situation just prior to project entry) **HOMELESS SITUATION** □ Place not meant for habitation (a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) Emergency shelter, including hotel or motel paid for with emergency shelter voucher ☐ Safe Haven ☐ Interim Housing (housing situation where a chronically homeless person has applied for permanent housing, been accepted and housing reserved, but unit is not yet available) If the client's type of residence is a homeless situation, answer the following questions: Length of stay in the prior living situation:\*

☐ One year or longer

☐ Client Doesn't Know

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□ One week or more, but less than one month
 □ Client Refused
 □ Data Not Collected

Approximate date homelessness started:\*\_\_\_\_\_

□ 90 days or more, but less than one year

☐ One night or less

☐ Two to six nights

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Type o		nce:* (Living situation just prior to project e 'UTIONAL SITUATION	ntry)								
		Foster care home or foster care group hor	ma								
☐ Hospital or other residential non-psychiatric medical facility											
										☐ Jail, Prison or Juvenile Detention Center	
		0 0 0 0 0 0 0 0 0									
		Psychiatric Hospital or Other Psychiatric F	-								
ic il		Substance Abuse Treatment Facility or De									
		type of residence is an institutional situations ss than 90 days:*	n, answe	r the following questions:							
_	Yes	ss than 90 days.		No							
∐ If Voc		gth of stay in the prior living situation:*		hen length of stay in the prior living situation:*							
ii res,				90 days or more, but less than one year							
		ght or less	_								
		o six nights		One year or longer Client Doesn't Know							
		eek or more, but less than one month		Client Refused							
		onth or more, but less than 90 days									
		Doesn't Know		Data Not Collected							
		Refused									
		lot Collected									
On the	_	efore did you stay on the streets, ES or SH:*									
		oproximate date homelessness started:		_							
	No										
		Doesn't Know									
		Refused									
	Data N	Iot Collected									
Туре о	f Reside	nce:* (Living situation just prior to project e	ntry)								
	TRANS	SITIONAL AND PERMANENT HOUSING SITU	ATION								
		Hotel or motel paid for without emergenc	y shelter	voucher							
		Owned by client, no ongoing housing subs	sidy								
		Owned by client, with ongoing housing su	bsidy								
		Permanent Housing for Formerly Homeless	Persons (a	a CoC project; HUD legacy programs; or HOPWA PH)							
		Rental by client, with no ongoing housing	subsidy								
		Rental by client, with VASH housing subsid	dy								
		Rental by client, with GPD TIP subsidy									
		Rental by client, with other ongoing housi	ng subsid	у							
		Residential project or halfway house with	no home	less criteria							
		Staying or living in a family member's room	m, apartn	nent or house							
		Staying or living in a friend's room, apartn	nent or ho	ouse							
		Transitional Housing for Homeless Person									
		Client Doesn't Know	-	·							
		Client Refused									
		Data Not Collected									

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Did you stay less than 7 nights?:*	nanent nousing situation, answer the following questions:
☐ Yes	□ No
If Yes, then length of stay in the prior living situation:*	If No, then length of stay in the prior living situation:*
☐ One night or less	<ul><li>One week or more, but less than one month</li></ul>
☐ Two to six nights	<ul><li>One month or longer, but less than 90 days</li></ul>
<ul> <li>One week or more, but less than one month</li> </ul>	<ul><li>90 days or more, but less than one year</li></ul>
☐ One month or more, but less than 90 days	☐ One year or longer
☐ Client Doesn't Know	☐ Client Doesn't Know
☐ Client Refused	☐ Client Refused
□ Data Not Collected	☐ Data Not Collected
On the night before did you stay on the streets, ES or SH	1:*
<ul><li>Yes, approximate date homelessness started:</li></ul>	
□ No	
☐ Client Doesn't Know	
☐ Client Refused	
□ Data Not Collected	
streets, in an ES or SH on the night before.	times the client has been on the streets, in ES, or SH in the past
Total number of months homeless on the street, in ES, o	or SH in the past three years:*
☐ One month (this time is the first month)	☐ Client Doesn't Know
☐ 2-12 months	☐ Client Refused
□ Number of months (2-12):*	
☐ More than 12 months	
(ONLY REQUIRED FOR SSVF PARTICIPANTS)	
Address Prior to Entry	
	City/State/Zip Code:
Address Prior to Entry Quality:*	
☐ Full Address Reported	☐ Client Refused
☐ Incomplete or Estimated Address Reported	□ Data Not Collected
☐ Client Doesn't Know	

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Covere	d by Health Insu	urance:*				
	Yes	$\square$ No				
	Client Doesn't	Know   Client Refus	sed			
	Data Not Colle	cted				
Type:*						
	Private - COBR	Α		Military Insura	nce	
	Private – Empl	oyer		Other Public		
	Private – Indiv	idual		State Funded (	HIP or HIP 2.0)	
	Medicare			Indian Health S	ervice (Native America	n)
	Medicaid			Other		
	State Children	's Health Insurance Prog	ram			
	(S-CHIP; not M	ledicaid or HIP)				
Status:	*					
	Active			No		
	☐ Start D	Oate:		☐ Applied	d; decision pending	☐ Client Doesn't Know
	☐ End Da	ate:		☐ Applied	l; client not eligible	☐ Client Refused
				☐ Client o	did not apply	☐ Data Not Collected
				Insurar	nce type N/A for this cli	ent
	ns Assessment:	* <del>-</del>				
Militar	y Branch:*		Discha	rge Status:*		
	•	☐ Client Doesn't Know		Honorable		☐ Uncharacterized
		☐ Client Refused		General under	honorable conditions	☐ Client Doesn't Know
	Navy	☐ Data Not Collected		Bad Conduct		☐ Client Refused
	Marines			Dishonorable		☐ Data Not Collected
	Coast Guard			Under Other Th	an Honorable Condition	ons (OTH)
Service	Entry Date:*		Servic	e Exit Date:	· · · · · · · · · · · · · · · · · · ·	_
Select <sup>-</sup>	Theatre(s) of Op	peration(s):* (May not a	pply to c	elient) Status	*	
	World War II (	September 1940-July 19	947)		Yes	
		August 1964-April 1975			No	
	Persian Gulf W	ar (Operation Desert St	orm)		Client Doesn't Know	
	(August 1991-	September 10, 2001)			Client Refused	
	Afghanistan (Operation Enduring Freedom)				Data Not Collected	
	Iraq (Operatio	n Iraqi Freedom)				
	Iraq (Operatio	n New Dawn)				
	Other Peace-k	eeping operations or mi	litary int	erventions		
		on, Panama, Somalia, B	-			
	Korean War (J	une 1950-January 1955	)			

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## **HMIS Barriers Assessment:\***

Barriers:*	Barrier Present?	Receiving	Condition is Indefinite?	Documentation			
		Services/Treatment?		on File?			
Alcohol Abuse	□ Yes	□ Yes	□ Yes	□ Yes			
	□ No	□ No	□ No	□ No			
	☐ Client Doesn't Know	☐ Client Doesn't Know	☐ Client Doesn't Know				
	☐ Client Refused	☐ Client Refused	☐ Client Refused				
	☐ Data Not Collected	☐ Data Not Collected	☐ Data Not Collected				
Developmental	□ Yes	□ Yes	□ Yes	□ Yes			
Disability	□ No	□ No	□ No	□ No			
	☐ Client Doesn't Know	☐ Client Doesn't Know	☐ Client Doesn't Know				
	☐ Client Refused	☐ Client Refused	☐ Client Refused				
	☐ Data Not Collected	□ Data Not Collected	□ Data Not Collected				
Drug Abuse	□ Yes	□ Yes	□ Yes	□ Yes			
	□ No	□ No	□ No	□ No			
	☐ Client Doesn't Know	☐ Client Doesn't Know	☐ Client Doesn't Know				
	☐ Client Refused	☐ Client Refused	☐ Client Refused				
	☐ Data Not Collected	☐ Data Not Collected	☐ Data Not Collected				
HIV/AIDS	□ Yes	□ Yes	□ Yes	□ Yes			
	□ No	□ No	□ No	□ No			
	☐ Client Doesn't Know	☐ Client Doesn't Know	☐ Client Doesn't Know				
	☐ Client Refused	☐ Client Refused	☐ Client Refused				
	☐ Data Not Collected	☐ Data Not Collected	☐ Data Not Collected				
Mental Health	□ Yes	□ Yes	□ Yes	□ Yes			
	□ No	□ No	□ No	□ No			
	☐ Client Doesn't Know	☐ Client Doesn't Know	☐ Client Doesn't Know				
	☐ Client Refused	☐ Client Refused	☐ Client Refused				
	☐ Data Not Collected	☐ Data Not Collected	☐ Data Not Collected				
Physical Disability	□ Yes	□ Yes	□ Yes	□ Yes			
	□ No	□ No	□ No	□ No			
	☐ Client Doesn't Know	☐ Client Doesn't Know	☐ Client Doesn't Know				
	☐ Client Refused	☐ Client Refused	☐ Client Refused				
	☐ Data Not Collected	☐ Data Not Collected	☐ Data Not Collected				
Chronic Health	☐ Yes	☐ Yes	□ Yes	□ Yes			
Condition	□ No	□ No	□ No	□ No			
	☐ Client Doesn't Know	☐ Client Doesn't Know	☐ Client Doesn't Know				
	☐ Client Refused	☐ Client Refused	☐ Client Refused				
	☐ Data Not Collected	☐ Data Not Collected	☐ Data Not Collected				
If client reports "Alcohol Abuse, Drug Abuse and/or Serious Mental Illness (SMI):							
Mental Health" as present barriers, complete the following:							
How confirmed:  Unconfirmed; presumptive or self-report							
☐ Unconfirmed	l; presumptive or self-report	☐ Confirm	ned through assessment and	clinical evaluation			
☐ Confirmed the	nrough assessment and clinica		ned by prior evaluation or cli	nical records			
☐ Confirmed b	y prior evaluation or clinical r	ecords $\square$ Client $\square$	Doesn't Know				
☐ Client Refused							

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	<u>tic violence Assessmen</u>				
Is client	t a victim of domestic vi	iolence:*	If yes, v	when	experience occurred:*
	Yes	□No		With	nin the past three months
	Client Doesn't Know	☐ Client Refused		Thre	ee to six months ago (excluding 6 months exactly)
	Data Not Collected			Six r	nonths to one year ago (excluding 1 year exactly)
Curren	tly Fleeing:*			One	year ago or more
	Yes	□No		Clier	nt Doesn't Know
	Client Doesn't Know	☐ Client Refused		Clier	nt Refused
	Data Not Collected				a Not Collected
Financi	al Assessment:* Cash	n Income:* □ Ye	s 🗆 No - N	lon C	ash Benefits:* □ Yes □ No
	Private Disability Insur	ance \$			\$
	Unemployment Insura				Special Supplemental Nutrition Program (WIC)
	Worker's Compensation			П	TANF Child Care Services
	Pension From Former	•			TANF Transportation Services
	Supplemental Security			П	Other TANF Funded Services
	Social Security Disabilit				Section 8, Public Housing, Other Rental Asst. (PSH)
	Retirement (Social Sec	-		Ш	\$
_					Temporary Rental Assistance (RRH) \$
	Alimony \$	Disability : Č		П	Other Source
	VA New Service Connected			Ш	Other Source
Ш	VA NonService-Conne				
Ш					
Ш	Child Support \$				
	Other Income \$				
SSVF H	omeless Prevention Ass	sessment:* (ONLY	REQUIRED FOR	R SSVI	F PREVENTION PARTICIPANTS)
Referre	ed by Coordinated Entry	or a homeless as	sistance provid	er to p	prevent the household from entering an emergency
shelter	or transitional housing	or from stating in	a place not me	ant fo	or human habitation:*
	Yes	□No			
Curren	t housing loss expected	within:*			
	0-6 days	☐ <b>14-21</b> days			
	•	•	dayıc		
Curron	7-13 days t household income is \$	☐ More than 21	uays		
_					
	Yes	□ No			
_	household gross incom		□	00/ - 5	Analfan hawashaldaira
	0-14% of AMI for hous		□ lviore than 3	U% OT	AMI for household size
	15-30% of AMI for hou		, ,	.,	
					r cash benefits) AN D/OR unavoidable increase in
	scretionary expenses (e.		i expenses) in t	ne pa	ist 6 months:*
	Yes	□ No			
-	=	· · ·	eath of family n	nemb	er, separation/divorce from adult partner, birth of
new ch	ild) in the past 12 mont				
	Yes	□No			

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	omeless Prevention			Y REQUIRED F	OR SSVF	PREVENTI	ON PAI	RTICIPANTS)		
	tly at risk of losing				ousing in	a subsidiz	zed bui	lding or unit:*		
	Yes			ig substay of the		a sassiais		iamig or armer		
_			shelter/t	ransitional ho	using):*					
History of literal homelessness (street/shelter/transitional housing):*  4 or more times or total of at least 1 time in the past 3 years										
_	12 months in the past 3 years									
	2-3 times in the	•								
Head o	f household with	disabling cond	ition (ph	ysical, health,	mental h	ealth, subs	stance	use) that direc	ctly affects ability	to
secure	maintain housing	·*								
	Yes	□ No								
Crimina	al record for arson	, drug dealing	or manu	ıfacture, or fel	ony offer	rse against	t perso	ns or property	· *	
	Yes	□ No								
Registe	red sex offender:	*								
	Yes	□ No								
At least	one dependent o	child under age	:6:*							
	Yes	□ No								
Single p	parent with minor	child(ren):*								
	Yes	□ No								
House	old size of 5 more	e requiring at le	east 3 be	edrooms (due t	to age/ge	nder mix)	.*			
	Yes	□No								
Any Ve	eteran in househo	ld served in Ira	q or Afg	hanistan:*						
	Yes	□No								
	Veteran:*									
	Yes	□No								
Crisis S	ervice Assessmen	t:* (ONLY REQ	UIRED F	OR SSVF PART	TICIPANT	S)				
Numb	er of visits to an er	mergency roor	n in the p	past year:*	Approx	imate nun	nber of	nights spent i	in an inpatient	
	0	☐ More than 2	20		medica	I facility in	the pa	st year:*		
	1-2	☐ Client Doesr	n't Know	•		0		$\ \square$ More than	20	
	3-5	☐ Client Refus	ed			1-2		☐ Client Does	sn't Know	
	6-10	☐ Data Not Co	llected			3-5		☐ Client Refu	sed	
	11-20					6-10		☐ Data Not C	ollected	
Approx	kimate number of	nights spent in	an inpa	tient		11-20				
medica	l facility in the pa	st year:*								
	0	☐ More than 2	20							
	1-2	Client Doesr	n't Know							
	3-5	☐ Client Refus	ed							
	6-10	Data Not Co	llected							
	11-20									

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<u>Adult E</u>	ducation Assessment:*		<u>Child E</u>	ducation Assessment:*	
Curren	tly in School/Working o	n Degree:	Highes	t Grade Completed:*	
	Yes	$\square$ No		School program does i	not have grade levels
	Client Doesn't Know	☐ Client Refused		Less than grade 5	
	Data Not Collected			Grades 5-6	
Receive	ed Vocational Training/	Apprenticeship:		Grades 7-8	
	Yes	$\square$ No		9 <sup>th</sup> Grade	
	Client Doesn't Know	☐ Client Refused		10 <sup>th</sup> Grade	
	Data Not Collected			11 <sup>th</sup> Grade	
Highes	t Grade Completed:*			12 Grade, no diploma	
	School program does	☐ High School Diploma		High School Diploma	
	not have grade levels	☐ <b>GED</b>		GED	
	Less than grade 5	☐ Some college		Some college	
	Grades 5-6	☐ Client Doesn't Know		Client Doesn't Know	
	Grades 7-8	☐ Client Refused		Client Refused	
	9 <sup>th</sup> Grade	☐ Data Not Collected		Data Not Collected	
	10 <sup>th</sup> Grade		Curren	t Enrollment Status:*	
	11 <sup>th</sup> Grade			Yes	□ No
	12 Grade, no diploma			Client Doesn't Know	☐ Client Refused
Attend	lance Status:			Data Not Collected	
	Attending school regul	arly	If Yes,	Type of School:	
	Attending school irregu	ularly		Public School	☐ Technical/Career
	Graduated from high s	chool		Homeschool	☐ Client Doesn't Know
	Obtained GED			Charter	☐ Client Refused
	Dropped out			Parochial or Other	☐ Data Not Collected
	Suspended			Private School	
	Expelled		School	Name:	
	Client Doesn't Know		Conne	cted w/McKinney-Vent	o School Liaison?
	Client Refused			Yes	$\square$ No
	Data Not Collected			Client Doesn't Know	☐ Client Refused
Second	dary Education:			Data Not Collected	
	Associates Degree	☐ Client Doesn't Know	If not e	enrolled, Last Enrollmen	t Date:
	Bachelors	☐ Client Refused	Reasor	n Not Enrolled:	
	Masters	☐ Data Not Collected			
	Doctorate				
	Other Graduate/Profe	ssional Degree			
П	Certificate of Advance	d Training or Skilled Artisan			

Self-Sufficiency Matrix and AMI Assessments are also available along with other helpful resources at <a href="https://www.IndianaBOS.org">www.IndianaBOS.org</a>.

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